**Carriage Lawn at Barkley HOA, Inc.**

**Board of Directors Meeting**

**FINAL Minutes**

**February 11, 2022**

1. **Meeting Start Time:**

Meeting called to order at 12:04 pm.

1. **Attendees:**

**Board members in Attendance:**

Zaki Horany, President

Mary VanMullekom, Vice President

Lisa Colten, Secretary

Jim Ryan, Treasurer

Brian Casey, Member- at -Large

Brian Heisler from GHACM was also in attendance. Brian advised that due to changing responsibilities for him at GHACM, we will have a new property manager. Brian introduced Juoaquina Washington and she remained on the call with us.

We conducted this meeting via Zoom video call due to COVID-19.

1. **Membership Forum:**

The owner and his management company managing the rental of his property at 8829 Blue Royale attended the call to present the appeal regarding the board’s decision on their recent roof replacement that did not meet ARB guidelines. We listened and advised that we would provide an update after the board had a chance to review again. (**ACTION: Board** to discuss during Executive Session and then provide an answer).

1. **Review of Minutes from Previous Meetings:** The October 18, 2021 BOD Minutes were reviewed and discussed. They were moved, seconded and approved by all.
2. **Management Report Update/Annual Meeting Discussion:**

Brian included the Operations Calendar/ Contract Analysis and Action Item List in the Management Report documents. No questions or discussion were needed. Brief discussion on whether we would be able to hold an in-person Annual Meeting for all Residents, but Brian shared that local schools are still not available due to the pandemic. We discussed the possibility of doing outside, but as time passes, this would have to wait until warmer temperatures. We did agree that we would consider doing a virtual meeting. With this, a specific resolution needs to be drafted and approved. (**ACTION: Juoaquina** will get these documents created and circulated as well as will see if Fairhill School will re-open to external meetings before the school year ends). With this information, the Board will need to make a decision on when and how to hold the meeting).

The Gates Hudson Community Management Contract was renewed.

1. **New and Unfinished Business:**
2. **Community Trash Contract Discussion:** Contract expires in 2023. Service continues to be very inconsistent, but Brian advised that given the current market conditions (Covid impacts and lack of staffing available) that alternative contractors will not be appreciably better. We need to continue to communicate our concerns to ADS. They need to advise GHACM when there are issues, so they can send out email to community when issues may arise- no service/ delay of service, etc. Related to this, Lisa raised issue that Nipper Way homes are not returning trash cans to the rear of their homes after pick-up. (**ACTION: Juoaquina** to send a notice to them reminding them of guidelines).
3. **Paver Project/Possible Poor Turf Solution Around Mailboxes/Sidewalks.** After the October meeting, the board walked the community to review the areas under consideration for pavers vs. sod or other related replacements. We agreed that we would like to get pricing for the Nipper Way area of the community. Additionally, we agreed that we still need to improve the walkway between Lismore and Royal Doulton. We want to connect the newly cemented area from the school to the walkway about a third to halfway in. And, then see what can be done from the Royal Doulton side to where it begins to incline sharply. We agree that we are constrained due to narrow path and the fence that is falling apart. In essence, we would like to fix the two ends of the walkway if possible. (**ACTION: Juoaquina** to provide final pricing from contractors on both areas). We do need to see final pricing for Nipper Way- but based on past discussions, we most likely will move forward on that. We do need to see pricing options for Lismore once again.
4. **Community Lights Inspection:** Board members walked the community and presented outages to GHACM in November. Notices were sent to those in violation. Will need to be done again in the spring.
5. **Kolb Electric Roadway Patches:** Kolb agreed that they are responsible for the asphalt patches to be fixed correctly. They are to fix these areas. We think they were done but not sure- needs to be confirmed. (**ACTION: Juoaquina** to advise Board when this is completed).
6. **Miscellaneous Topics:** Some residents have complained about continual Fire Truck Speeding through the community- mostly on Blue Royale. Brian did speak to the Fire Department and voiced our concerns on safety. We think this is getting better. (**ACTION:** We are not sure if this was communicated to homeowner or to those on Blue Royale. We asked Juoaquina to do this). The storm water pond overflow has also received resident complaints of smell. Fairfax County is responsible for this clean-upand reviews as needed- at least twice yearly. And, if issues arise outside of this, then it is our responsibility and Blade Runners can assist.
7. **New Signage for Community:** We continue to be interested in obtaining new signage for the community (parking/speed limits/fire lanes, etc.) for a more cohesive look. Funds would be able to come from Reserve budget. **(ACTION: Jim** will continue to research and present options to Board as needed).
8. Sod Replacement or Seeding on Barren Common Areas: Hydro-seeding to be done in coming weeks. Lisa presented concerns that common areas near her home as related to Kolb Lighting project still have not been resolved- 2 years later. (**ACTION:** **Juoaquina** to discuss with BladeRunners and advise.
9. **Budget and Financial Review:** The December financials were enclosed and are ingood shape. Reviewed delinquent accounts which are not excessive, but there are a few homes that are still delinquent.
10. **Virtual Board and Resident Meetings:** As alluded to in Open Session, the Board is open to ensuring we have the correct legal resolutions in place to continue to hold virtual/electronic meetings- for both Board and the Annual Resident meetings. Draft documents were shared. A motion was made, seconded and approved by all for us to approve formally. (**ACTION: Juoaquina** will send these documents to us via DocuSign and we can move forward as appropriate).

Management Section of meeting concluded at 1:27 PM. A motion was passed, seconded and approved to move to the Executive Session of the meeting. Follow-Up items and Action Steps were discussed during this session and handled separately.

1. **Executive Session**
2. **Communication to Community:** We proposed that a Spring newsletter be created to send out that focuses on parking/ARB guidelines and process, trash, upcoming meeting, etc. **(ACTION: Juoaquina** to draft up a document and share with board for review and approval).

**Motion to adjourn the meeting:**  Was seconded and approved. Meeting was adjourned at 2:06 PM. A next meeting date was not set.

**Minutes Review and Approval**

Respectfully Submitted by: Lisa A. Colten, March 30, 2022

Reviewed by Board of Directors: May 16, 2022

Approved by Board of Directors: May 16. 2022